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12 July 1976

MEMORANDUM FOR: Chairman, ADMAG

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FROM : [REDACTED]  
Chief, Plans Staff, DDA

Bill :

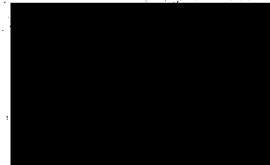
1. This will confirm my request through you for the following ADMAG contributions:

a. Suggestion(s) for consideration as Directorate objectives for FY 1977. Action is now underway in each of the offices to identify objectives for FY 1977. The DD/A has scheduled meetings with each of the Office Directors 17 August through 15 September and anticipates final selection and approval of objectives by 24 September 1976. To provide time for adequate review and for consideration, as appropriate, at any one of the office meetings, please forward your suggestions by 13 August.

b. An article for DDA EXCHANGE. The subject of the article is your choice. You may want to write about how ADMAG functions, what ADMAG sees as its objectives for the coming year; or a subject that ADMAG deems of key importance to the Directorate. A group picture of ADMAG should accompany the article. Please let me know when you can assemble all your members and I will arrange for a photographer to be there. The next issue is scheduled for distribution 1 October with deadline for manuscript submission to PS/DDA 3 September.

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2. If you have any questions, please give me (ext. 5003) or [REDACTED] a call. 25X1A



Attachments

8 - Management by Objectives in the Directorate of Administration dated 1 March 1976

8 - DDA EXCHANGE, July 1976

May Be Downgraded to  
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separated from Attachments

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## ADMAG

### Administration Management Advisory Group

The ADMAG was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members, one from each DDA office and one from the Administration Career Service. Members are generally from the age group 30-45 and from grades GS-11 through GS-14. The tour of participation is for one year, with one-half of the membership rotating semi-annually. The group meets at least once each month, most often during non-duty hours.

Under the original guidelines, the purpose of the group is to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees are welcome, the Group is instructed to avoid personal grievances since grievance procedures are already available. If you have an Agency, Directorate, or office level idea or an honest criticism that you would rather not pursue personally, perhaps ADMAG can assist you.

ADMAG has no formal production responsibility, nor is it intended to replace existing formal command channels. In its first year, ADMAG approached issues and problems with in-depth research reports to the DDA. However, as a result of advertising its existence, interaction with

Directorate management and through presentations at "Trends and Highlights" (an excellent source for feeling the pulse of employee concerns), the Group has become involved with more and broader issues. Consequently, new procedures have been devised to handle this increased activity. Issues or problems are now thoroughly screened in an effort to determine appropriate action and then recommendations in the form of brief memoranda are forwarded to the DDA for his consideration, thus permitting the Group to focus its efforts on a greater number of issues having Agency, Directorate and office wide impact.

Of course, not every item considered by the ADMAG has resulted in a demonstrable change in policies or functioning of the DDA, nor has every item investigated culminated in a suggestion for action to the DDA. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. However, no item is ignored, since in many instances the discussion of these issues does stimulate interest and action on the part of the responsible component or individual.



The importance of good communication cannot be overstated and the key to good communication is the ability of people to level with one another. ADMAG offers an excellent forum for opening the informal lines of communication, upward, downward and horizontally, throughout the DDA. Through the ADMAG, employees have an opportunity to directly

exchange views or offer honest criticisms to the DDA; anonymously if so desired.

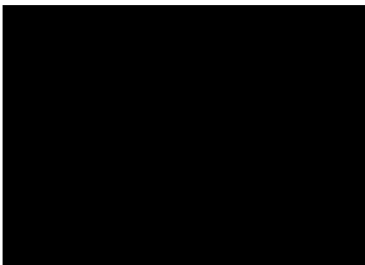
Some items that appear on a review of past ADMAG minutes are: VIP Price Information; Honor and Merit Awards; Drug and Alcohol Abuse and Prevention Programs; Applicant Processing Procedures; CIA Exhibit Displays; Fitness Reports; Parking at Non-Headquarters Sites; Small Car Parking Lanes; After Hours Security Checks; Flex Hours; Non-Profit Transportation Association; and Employee Concerns Over Vacancy Notices. The DDA feels that ADMAG's contribution to these items and the other issues it has addressed is a helpful "sounding board" and communications link to the employees in the Directorate.

In addition to ADMAG, many of the offices within the Directorate have their own Management Advisory Group organized for the purpose of examining issues and problems at the office level. Similar MAG organizations may be found in the other Directorates; and finally, there also exists a DCI/MAG.

Following is a list of your current ADMAG representatives, through 1 January 1977:

	<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
	MG Career Sub-Group		7D01 Hqs.	4541
	Communications		1B16 Hqs.	4225
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	Office of Data Processing		GD5321 Hqs.	4045
	Logistics			8120

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<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
Medical Services		1D4015 Hqs.	7442
Personnel		626 C of C	3465
Security		GE31 Hqs.	7238
Training		401 C of C	3271

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## DDA OBJECTIVES

### 1. College Accreditation for Selected Agency Training Courses.

#### 1. Objective

Obtain college accreditation for selected Agency training courses by end of fiscal year 1977. OTR, OC, ODP, and possibly other offices within the DDA offer courses that are similar to college curriculum. The prospect of receiving accreditation would be further incentive for employees to avail themselves of these Agency sponsored courses

#### 2. Milestones and Goals

- a. 1 January 1977. Identify specific courses and colleges that would lend themselves to accreditation.
- b. 1 March 1977. Make training revisions that would make courses acceptable for accreditation.
- c. 1 April 1977. Resolve security and cover problems satisfactorily to make accreditation available to employees who are under cover.
- d. 1 July 1977. Design measures to provide accreditation for employees who have previously participated in the selected training courses.

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### 3. Means of Measurement

December 1977. Compare statistics of employee applications/enrollment to these selected courses with past records of applications/enrollment; make similar comparisons of non-selected non-accredited courses; also, compile statistics of percentage of past select-course attendees who apply for accreditation. Any significant increase in employee accreditation applications, applications to these selected courses in comparison to past records of enrollment, and application to accredited courses over non-accredited courses would indicate that accreditation enhances employee interest in Agency sponsored training courses.

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